## NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES POLICY AND PROCEDURE DIRECTIVE

SUBJECT: UNIT TOURS AND CONSUMER CONSENT TO BE PRESENT

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ORIGINAL DATE: 07/19/01

REVIEW/REVISE DATE: 01/08/04, 12/07/06, 2/18/10

APPROVAL:	Rosalyne Reynolds (s)	_, Agency Director	
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## I. PURPOSE

The purpose of this policy is to establish procedures for consumers to be informed of any tour that may take place on the inpatient units.

## II. POLICY

It is the policy of Northern Nevada Adult Mental Health Services (NNAMHS) that consumer confidentiality is maintained when tours of the inpatient units are granted. Consumers will choose whether or not they will be present during any such tour.

## III. PROCEDURE

- Requests for tours of the units are to be directed to the Agency Director at least one hour in advance of the tour. Tours are typically for educational or maintenance purposes but requests will be evaluated on an individual basis.
- 2. If the Agency Director approves the request, the Nursing Supervisor will be notified that a tour is to take place.

- 3. Units will be notified of the tours no less than 15 minutes prior to the tour.
- 4. Nursing staff will explain the situation to patients and ask consumers whether they wish to be present during such a tour.
- 5. Consumers will be given the option of choosing not to be present during the tour and may choose this option without any repercussion.
- 6. Consumers who choose to remain on the unit are considered to have granted implied consent to being visible by tour participants.
- 7. The Agency Director or the Director of Nursing may cancel or postpone tours if they have reason to believe that allowing the tour will jeopardize consumer safety, treatment or staff safety.
- 8. Tour participants will be asked to sign a tour sign-in log which includes a confidentiality statement as a condition of participating in the tour. This form will be maintained in a separate section of the visitor log.
- 9. The receptionist in building 25 will call the unit to confirm that they have received notification of the tour when the touring party is signing in.